# WEAVEonline 4.0

## User Guide

*Last Update: 12/11/08*

## *Acknowledgments*

In the preparation of this user's manual, acknowledgments are made to the following colleges and universities for providing material used in this guide:

Virginia Commonwealth University

Centrevia Corporation

Bluegrass Community and Technical College

## *User Guide Purpose*

This guide is for the typical user of WEAVEonline 4.0 who will be entering assessment related information. These screen shots will walk you through the steps for logging in to WEAVEonline, navigating to the correct cycle and entity, entering assessment data, and auditing and reviewing your data in WEAVEonline reports. The audience for this guide is the general faculty/staff WEAVEonline user with ***Entity-Write & Review*** or ***Entity Administrator*** access. If you need more detailed assistance, please contact your WEAVEonline Administrator**.**

***Tarleton WEAVEonline Administrators:***
Mr. Wayne Atchley, watchley@tarleton.edu, x9354
Ms. Abi Freeman, freeman@tarleton.edu, x9354

Notes:
Items in Tarleton's "grading rubric" such as strategies, technology outcomes, and timelines, are indicated with yellow highlights.

# Table of Contents


**SECTION 1 – GETTING STARTED ..... 4**

*A. Data Collected ..... 4*

*B. Application Location (URL) ..... 5*

*C. Login Page ..... 5*

*D. Home Page ..... 6*

**SECTION 2. ENTERING & EDITING ASSESSMENT DATA ..... 7**

*A. Select Cycle and Entity ..... 7*

*B. Assessments ..... 7*

A. *MISSION/PURPOSE* ..... 8

B. *ASSESSMENT ESSENTIALS* ..... 10

C. *ASSESSMENT ESSENTIALS* ..... 12

D. *ASSESSMENT ESSENTIALS* ..... 14

E. *ASSESSMENT ESSENTIALS* ..... 15

F. *ASSESSMENT ESSENTIALS* ..... 18

G. *ACTION PLAN TRACKING* ..... 20

H. *ANALYSIS QUESTIONS*: ..... 23

J. *DOCUMENT REPOSITORY*: ..... 25

**SECTION 3. REPORTS ..... 25**

*A. Creating Reports ..... 25*

*B. Reports for the Typical User ..... 25*

USER REPORT | DETAILED ASSESSMENT REPORT ..... 25

AUDIT REPORT | DATA ENTRY STATUS DETAILS ..... 25

AUDIT REPORT | OUTCOMES/OBJECTIVES THAT NEED MEASURES ..... 26

AUDIT REPORT | MEASURES THAT NEED FINDINGS ..... 26

AUDIT REPORT | FINDINGS THAT NEED ACTION PLANS ..... 26

**APPENDIX 1 – RUBRICS ..... 26**

# Section 1 – Getting Started

## *A. Data Collected*

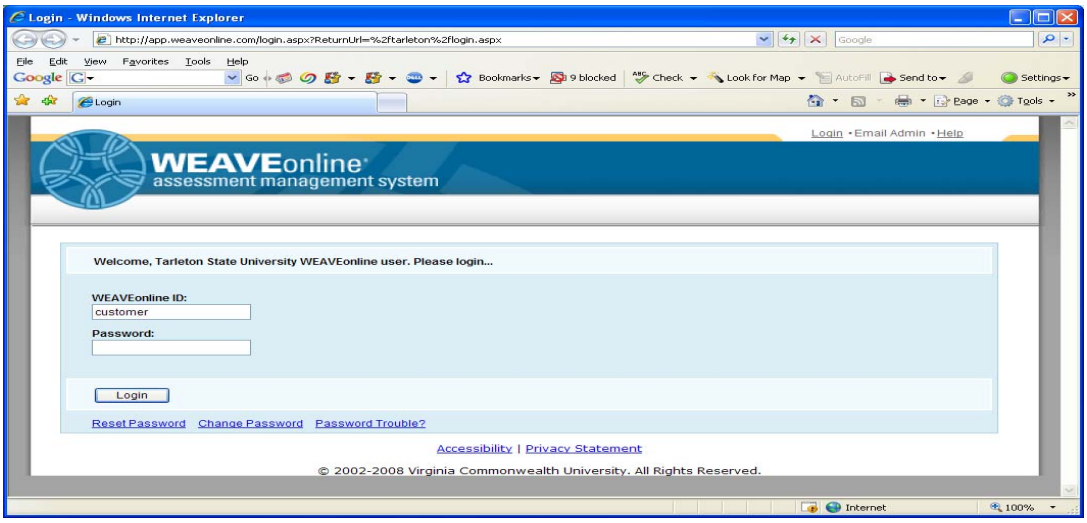
WEAVEonline collects a data for each of the following areas:

- Mission / Purpose
- Outcomes/Objectives
  - Associations between Outcomes/Objectives and Goals, Standards, Strategic Plans, General Education, and Institutional Priorities
  - Designation as Student Learning or Non-Student Learning
- Measures
  - Type of Measure (Source of Evidence)
  - Relationships between Measures and Outcomes/Objectives
- Achievement Target (for each Measure-Outcome/Objective pair)
- Assessment Results / Findings (for each Measure-Outcome/Objective pair)
  - Determination if the assessment result / finding meets, partially meets, or does not meet expectations
- Action Plans Developed to Improve Future Results
  - Status of Action (planned, in-progress, finished, on-hold, terminated)
  - Target Date (month/year date)
  - Target Date Description (ex. Fall 2010)
  - Priority (high, medium, low)
  - Responsible Person/Group
  - Additional Resources Needed
  - Budget Amount Requested (dollar amount)
- Analysis Questions responses
  - What specifically did your assessments show regarding proven strengths or progress you made on outcomes/objectives?
  - What specifically did your assessments show regarding any outcomes/objectives that will require continued attention?
- Annual Report responses (prompts are developed at our institution)
  - Executive Summary; Contributions to the Institution, Highlights, Teaching Activities, Research and Scholarly Activities, Public/Community Service, International Activities, Challenges

## B. Application Location (URL)

The WEAVEonline URL is: http://app.weaveonline.com/tarleton/login.aspx

This can also be found in the Quick Links section of the Tarleton home page.
**Please note:** Macintosh computers require Mac OS 10 and above, with Firefox.

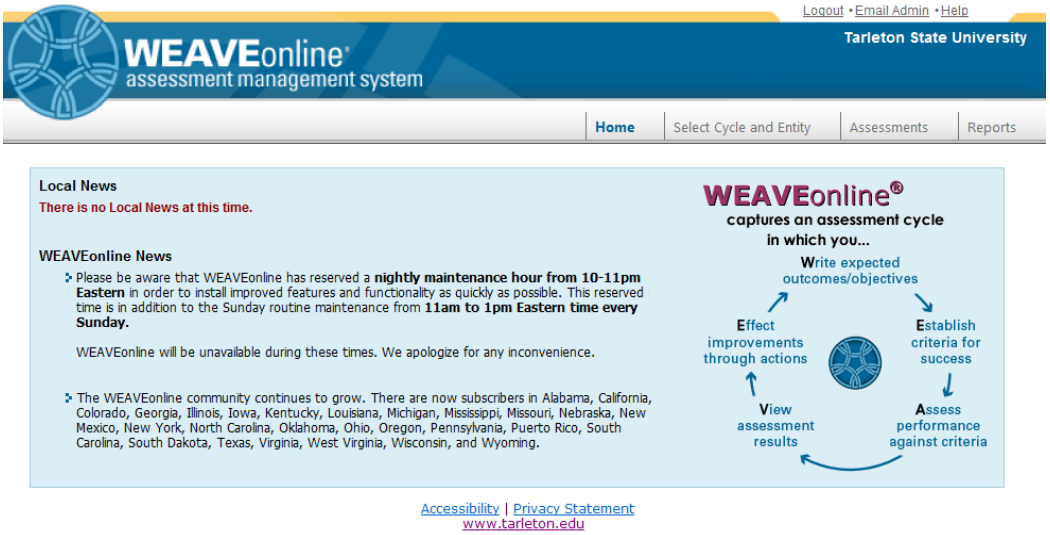



## C. Login Page

1. ***Welcome:*** The login page will display a welcome sentence that includes the institution name. If this is not the case, recheck the address entered into your browser.
2. ***Bookmark the login page:*** Once you have confirmed that you are on the correct login page, bookmark this page. Bookmarking pages past the login will not return you to the correct location.
3. ***WEAVEonline ID*:** Your ***WEAVEonline ID*** is your NTNET everyday login username.
4. ***Password*:** Your Password is the same one you used in WEAVEonline 3.5. If you do not have a password, select ***Reset Password.***
5. ***Password Trouble?*** If you experience issues on the login page you should contact your WEAVEonline Administrator. Clicking ***Password Trouble*** creates a blank email within your e-mail program, addressed to your WEAVEonline Administrator.

## D. Home Page

1. ***News:*** Deadlines, workshops, new resources, links, etc. from your WEAVEonline Administrator and developments from Centrieva Corporation.


Logout • Email Admin • Help
WEAVEonline
assessment management system
Tarleton State University
Home
Select Cycle and Entity
Assessments
Reports
Local News
There is no Local News at this time.
WEAVEonline News
Please be aware that WEAVEonline has reserved a nightly maintenance hour from 10-11pm Eastern in order to install improved features and functionality as quickly as possible. This reserved time is in addition to the Sunday routine maintenance from 11am to 1pm Eastern time every Sunday.
WEAVEonline will be unavailable during these times. We apologize for any inconvenience.
The WEAVEonline community continues to grow. There are now subscribers in Alabama, California, Colorado, Georgia, Illinois, Iowa, Kentucky, Louisiana, Michigan, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, Oklahoma, Ohio, Oregon, Pennsylvania, Puerto Rico, South Carolina, South Dakota, Texas, Virginia, West Virginia, Wisconsin, and Wyoming.
WEAVEonline®
captures an assessment cycle in which you...
Write expected outcomes/objectives
Establish criteria for success
Assess performance against criteria
View assessment results
Effect improvements through actions
Accessibility | Privacy Statement
www.tarleton.edu

a. ***Home***: Returns you to this page

b. ***Select Cycle & Entity***: The first step in selecting and entering assessment data is choosing the correct cycle and entity.

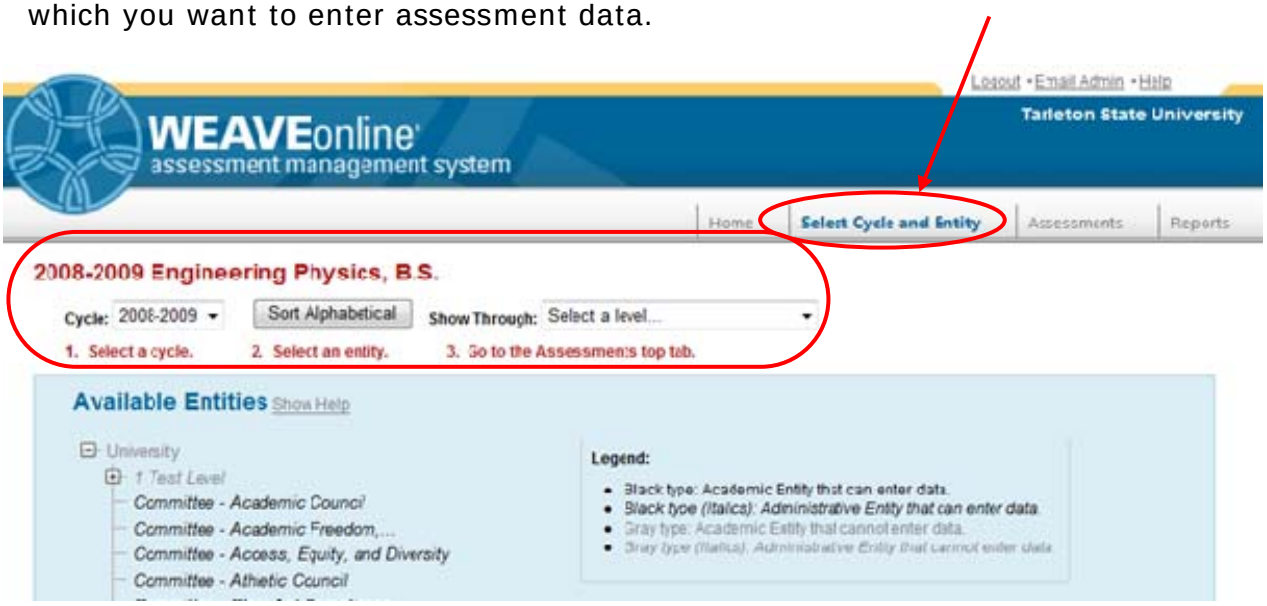
c. ***Assessments***: All assessment data is housed under this top navigation tab – Mission / Purpose, Goals, Outcomes/Objectives, Measures, Achievement Targets, Assessment Results / Findings, Action Plans, Analysis Questions, Annual Reports, and the Document Repository.

d. ***Reports***: The final step in the assessment process is to run reports

# Section 2. Entering & Editing Assessment Data

## A. Select Cycle and Entity

The first step in entering assessment data is to ***select the cycle and entity*** in which you want to enter assessment data.

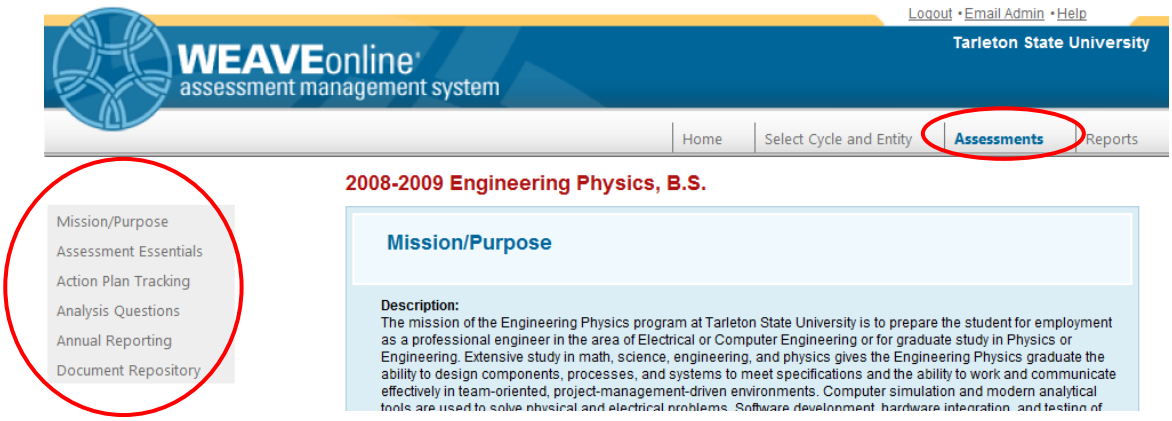



1. ***Cycle:*** Select the cycle in which you wish to work (typically the current cycle). All available cycles can be selected through the ***Cycle*** drop down menu. Background colors for cycles are as follows:
   a. Current cycle = Blue Background
   b. Previous cycle = Yellow Background
   c. Prior to Previous Cycles = Grey Background
2. ***Entity:*** Select the entity with which you wish to work. The selected cycle and entity name will now show in **red** at the top left of the screen.
3. ***Sort Alphabetical:*** Displays entities in alphabetical order rather than hierarchical levels.
4. ***Show Through:*** Expands the hierarchy to the depth requested in the drop down menu (Institution through Program). You can also expand the tree using the plus signs .

   Entities in black type are available for data entry. Also note the entities showing in the hierarchy can change from cycle to cycle. Check with your WEAVEonline Administrator to make sure you are working in the correct cycle.

## B. Assessments

Once the cycle and entity have been selected and the selected entity is in red at the top left of the page, click on ***Assessments*** in the top navigation bar.


Logout • Email Admin • Help
Tarleton State University
WEAVEonline
assessment management system
Home
Select Cycle and Entity
Assessments
Reports
Mission/Purpose
Assessment Essentials
Action Plan Tracking
Analysis Questions
Annual Reporting
Document Repository
2008-2009 Engineering Physics, B.S.
Mission/Purpose
Description:
The mission of the Engineering Physics program at Tarleton State University is to prepare the student for employment as a professional engineer in the area of Electrical or Computer Engineering or for graduate study in Physics or Engineering. Extensive study in math, science, engineering, and physics gives the Engineering Physics graduate the ability to design components, processes, and systems to meet specifications and the ability to work and communicate effectively in team-oriented, project-management-driven environments. Computer simulation and modern analytical

1. The ***Assessments*** tab opens a menu that includes six areas for assessment data entry:

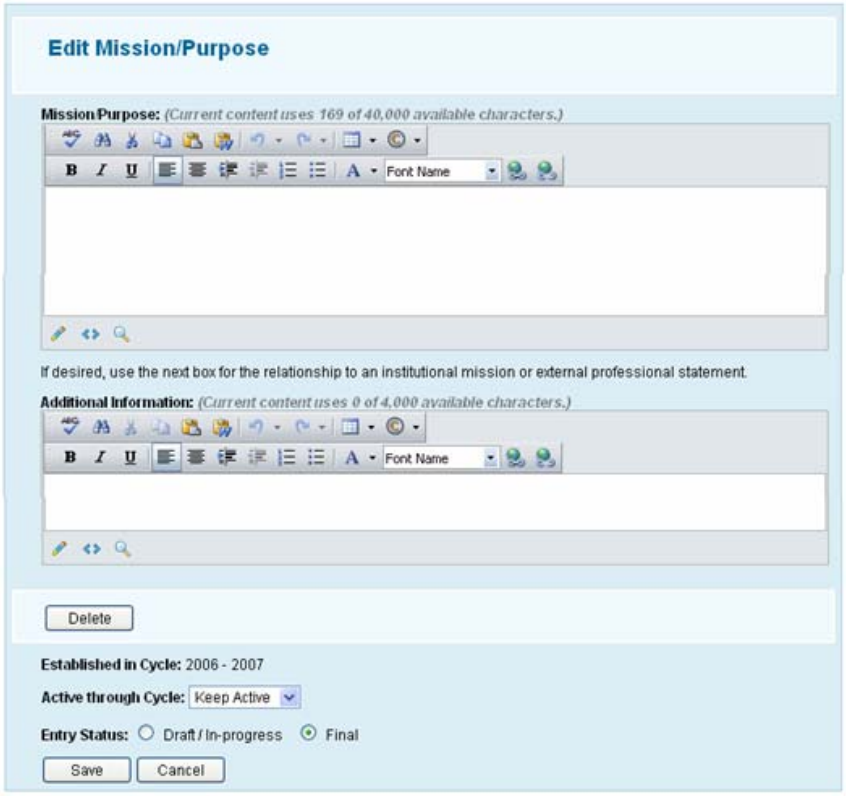
   a. ***Mission/Purpose***: Data entry for the mission/purpose of the entity.

      Each entity should review their mission statement to ensure alignment with the Tarleton's mission and goals. Tarleton's mission and goals are located on the University webpage: http://www.tarleton.edu/main/strategicgoals.html

      i. If a ***Mission/Purpose*** statement already exists, view or click on ***Edit*** to make changes.

         If no mission/purpose currently exists, click the ***Add Mission/Purpose*** button.

      ii. On the Add or Edit Mission/Purpose pages:


Edit Mission/Purpose
Mission/Purpose: (Current content uses 169 of 40,000 available characters.)
Font Name
If desired, use the next box for the relationship to an institutional mission or external professional statement.
Additional Information: (Current content uses 0 of 4,000 available characters.)
Font Name
Delete
Established in Cycle: 2006 - 2007
Active through Cycle: Keep Active
Entry Status: Draft / In-progress Final
Save
Cancel

1. ***Mission/Purpose:*** Actual statement for the entity.
    a. Character Limit: *40,000*
    b. *This shows on the Detailed Assessment Report.*
2. ***Additional Information:*** *Add any additional information regarding the mission/purpose statement for this entity. For example, how does this entity's mission/purpose statement relate to the mission, goals, or priorities of the institution?*
    a. Character Limit: *40,000*
    b. *This shows on the Detailed Assessment Report.*
3. ***Established In Cycle:*** *In what cycle was this* Mission/Purpose statement established?
    a. This defaults to the current cycle unless a Mission/Purpose statement was created and set to '***Keep Active'*** in a previous cycle.
4. ***Active Through Cycle:*** How long should this Mission/Purpose statement stay active, potentially continuing into future cycles? See note below.
    a. Choosing ***'Keep Active'*** will allow this mission/purpose statement to be viewed in future cycles.

b. Choosing a cycle string (ex. 2009 – 2010) will keep the mission/purpose statement active until the end of the chosen cycle.

5. ***Entry Status:*** Is your data entry ***'In Progress'*** or ***'Final'***?

   *a.* If no data is entered and Cancel is clicked at the bottom of the page; the entry status will remain at 'None'.

   b. Select ***'In Progress'*** if more discussions or additions are needed.

   c. Select ***'Final'*** if your data entry is complete.

   d. Status can be tracked using Audit Reports such as the Data Entry Status Overview and Data Entry Status Details.

6. ***Cancel/Save:*** Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

**PLEASE NOTE:** An entity can only have one Mission/Purpose statement per cycle**.** Editing a Mission/Purpose that exists over several cycles will update the mission/purpose in each of these cycles. If major changes are made from one cycle to the next, consider altering the '***Active Through Cycle'*** so that ***Established*** and ***Active Through Cycles*** are the same (see Mission 2 in the illustration below). A new mission/purpose can then be entered in the next cycle.

| Cycle: | 08 - 09 | 09 - 10 | 10 – 11 |
|---|---|---|---|
| Mission 1 | Est. 08-09/ Keep Active | Est. 08-09/ Keep Active | Est. 08-09/ Keep Active |
| Mission 2 | Est. 08-09/ Active Through 08 - 09 | Est. 09-10/ Keep Active | Est. 09-10/ Keep Active |

b. ***Assessment Essentials - Overview***

The Assessment Essentials page is where Outcomes/Objectives, Measures, Achievement Targets, and Assessment Results / Findings are added. Action Plans can also be added on this page. This is where you will enter the majority of your assessment data.

i. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments menu.

The background color for Assessment Essentials pages changes for easy visual reference:

a. Current Cycle = Blue Background

b. Previous Cycle = Yellow Background

c. Prior to Previous Cycles = Grey Background

ii. ***Select View:*** At the top right of the screen you will see a ***Select View*** button. Selecting your view allows you to narrow your view to the outcomes/objectives and/or measures on which you would like to concentrate.

a. By default all Outcomes/Objectives and Measures are selected.

b. ***Reset All:*** Clears your selections and returns the settings to the default.

c. ***See Selected View:*** Once you have chosen what you want to concentrate on, click See Selected View. This hides everything except what you have selected.

d. ***Hide:*** Minimizes the Select View menu.

PLEASE NOTE: The application does not automatically select the measures that have been associated with an outcome/objective or vice versa. For example, if you choose Outcome/Objective 1, and it is associated with Measure 1, you need to select both.

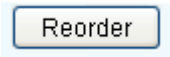
iii. ***Copy Associations from XXXX-XXXX:*** If the entity appears in more than one cycle, this button will be at the top right of the screen after the first cycle.

a. When a new cycle has been opened, all items (Goals, Outcomes/Objectives, Measures, and Achievement Targets) that are active will be visible.

b. Clicking this button will re-associate Goals with Outcomes/Objectives, Measures with Achievement Targets, and Outcomes/Objectives with Measures, as well as with any relevant General Education / Core Curriculum, Institutional Priorities, Standards, and Strategic Plans.

c. Clicking this button will also bring forward any Assessment Results / Findings from the previous cycle so the historical data can be referred to easily.

iv. ***Reordering:*** The first goal, outcome/objective, or measure entered will have a default number of zero. The second will have a default number of one. Any item added to a previous cycle and kept active will come in as a zero as well. To renumber, click ***Reorder***.




a. The items will now be numbered consecutively starting with the number 1.

b. If reordering is needed, you may drag and drop items to their correct locations. If item three needs to be between 1 and 2, you would drop it between 1 and 2.

c. Click ***Save*** to keep your changes.

PLEASE NOTE: Editing a goal, outcome/objective, measure, or achievement target that exists over several cycles will update that element in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the ***'Active Through Cycle'*** so that the ***Established Cycle*** and ***Active Through Cycles*** are the same. Then create a new element in the following cycle with the new wording.

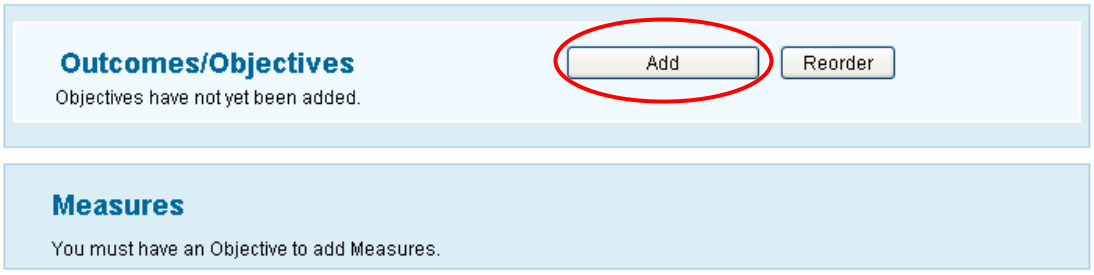
c. ***Assessment Essentials – Outcomes/Objectives***

*At least one objective for each academic program must address student-learning outcomes related to discipline-appropriate computer technology skills.*

*In the Full Description of the objective or outcome, you must describe strategies for achieving the objective or outcome.*

i. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu.

ii. In the blue band with the Outcomes/Objective title, click ***Add***.




iii. For each Outcome/Objective enter:

a. ***Established in Cycle:*** Choose the cycle from the pull down menu when this outcome/objective was first established.

b. ***Active Through Cycle:*** From the pull down menu options, choose how long the outcome/objective should remain active

1. ***Cycle String*** (ex. 2008-2009): The outcome/objective will only apply until the end of the cycle chosen. In this example, the outcome/objective will not exist in the 2009-2010 cycle.

2. ***Keep Active:*** The outcome/objective will remain active indefinitely, moving forward automatically to each new cycle.

c. ***Condensed Description:*** A shortened description of 50 characters (similar to a title). This shows on the **Detailed Assessment Report**.

d. ***Description:*** The outcome/objective in its entirety, up to 400,000 characters. This shows on the **Detailed Assessment Report**.

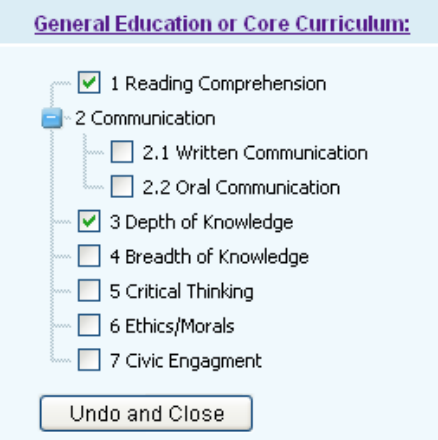
e. ***Student Learning Outcome?*** Is the outcome/objective described above a student learning outcome? If so, choose 'yes'. Otherwise, leave the default, 'no'. Selecting 'yes' or 'no' tags the outcomes/objectives for reports.

f. ***Associate this Outcome/Objective with:*** Each outcome/objective can be associated with available Standards, General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans.

g. If the headings for General Education/Core Curriculum items, Institutional Priorities, and Strategic Plans are hyperlinked, click to open a new window with more details/actual campus documentation.

h. To make associations:

1. Click ***Open to Select*** to open the list of possible associations.
2. Add a check, by clicking in the box, for all applicable associations.
3. Leave the selection list open if you have made new or additional selections.
4. Clicking ***Undo and Close*** will collapse the selection list and recent changes will not be saved.




i. ***Associations***: An additional text field is available to add any other associations for this outcome/objective that have not already been listed. These additional associations do appear in the **Detailed Assessment Report**.

j. ***Entry Status:*** See page 9

iv. When editing an Outcomes/Objective, note that two additional items are available:

a. ***Delete:*** If the objective/outcome was entered in error, it may only be deleted by a WEAVEonline® Administrator. This is a permanent deletion and will affect all cycles where this goal is present.

b. ***Editing Log***: Use the editing log (500 characters) to provide a track record of changes that have been made to a specific

outcome/ objective. The editing log is not carried forward from cycle to cycle.

***Reordering/Save:*** See page 11-12

***PLEASE NOTE:*** ***Editing an outcome/objective, measure, or achievement target that exists over several cycles will update that element in every one of those cycles.*** ***If significant changes exist from one cycle to the next, consider altering the 'Active Through Cycle' so that Established and Active Through Cycles are the same. Create a new outcome/objective in the following cycle with the new wording.***

d. ***Assessment Essentials – Measures & Findings – Measures***

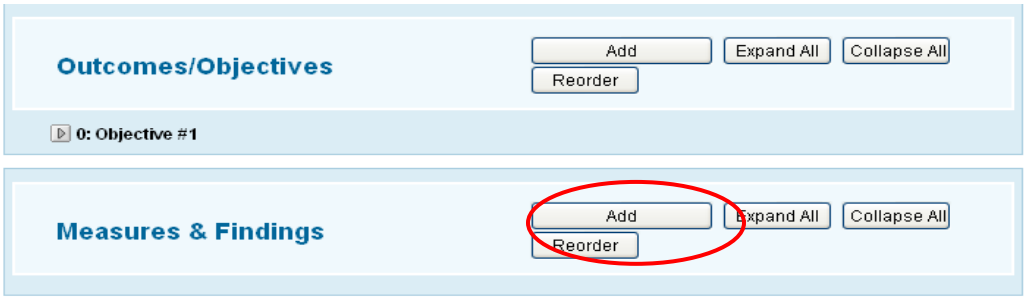
*In the Full Description of the measure, you must describe who is responsible for gathering the data and when the data will be collected.*

*WEAVEonline® recognizes the possibility that a measure to collect data may be related to more than one outcome. Although Measures are entered independently from Objectives/Outcomes, each Measure screen includes a box to allow each Measure to be linked to the appropriate Outcome(s).*

i. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu and navigate to **Measures & Findings** at the bottom of the screen.

**Please Note:** Measures cannot be added until at least one Outcome /Objective has been added.

ii. In the blue band with the Measures & Findings title, click ***Add***.




iii. For each Measure enter:

a. ***Source of Evidence***: Choose the type of measure that best describes the tool you will be adding to assess the Outcomes/Objectives. The measures are sorted into three columns: Academic Direct, Academic Indirect, and Administrative Indirect.

1. Hover over a type of measure for a full description

2. If your measure is not listed, choose the 'Other' choice at the bottom of the appropriate column.
3. The Source of Evidence is listed on the **Detailed Assessment Report.**

b. ***Condensed Description:*** A shortened description of 50 characters (similar to a title). This shows on the **Detailed Assessment Report**.

c. ***Description:*** A complete description of your measurement tool or approach. 250,000 character limit. This shows on the **Detailed Assessment Report**.

d. ***Associate This Measure with Outcomes/Objectives***: Associate the measure with one or more Outcomes/Objectives. Once a Measure has been associated with an outcome/objective, this relationship is shown on the main Assessment Essentials page.

e. ***Established in Cycle***: Choose the cycle from the pull down menu when this measure was first established.

f. ***Active Through Cycle***: From the pull down menu options, choose how long the measure should remain active.

1. ***Cycle String*** (ex. 2008-2009): The measure will only apply until the end of the cycle chosen. In this example, the measure will not exist in the 2009-2010 cycle.
2. ***Keep Active***: The measure will remain active indefinitely, moving forward automatically to each new cycle.

g. ***Entry Status:*** See page 10

iv. ***Reordering/Save:*** *See pages 11-12*

***PLEASE NOTE:*** ***Editing an outcome/objective, measure, or achievement target that exists over several cycles will update that element in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the 'Active Through Cycle' so that Established and Active Through Cycles are the same. Create a new outcome/objective in the following cycle with the new wording.***

e. ***Assessment Essentials – Measures & Findings – Achievement Targets***

*Targets should be realistic and challenging. Do not be afraid to set "stretch" targets.*

In the above steps a measure was created and associated with one or more outcomes/objectives. Once created, these measure-

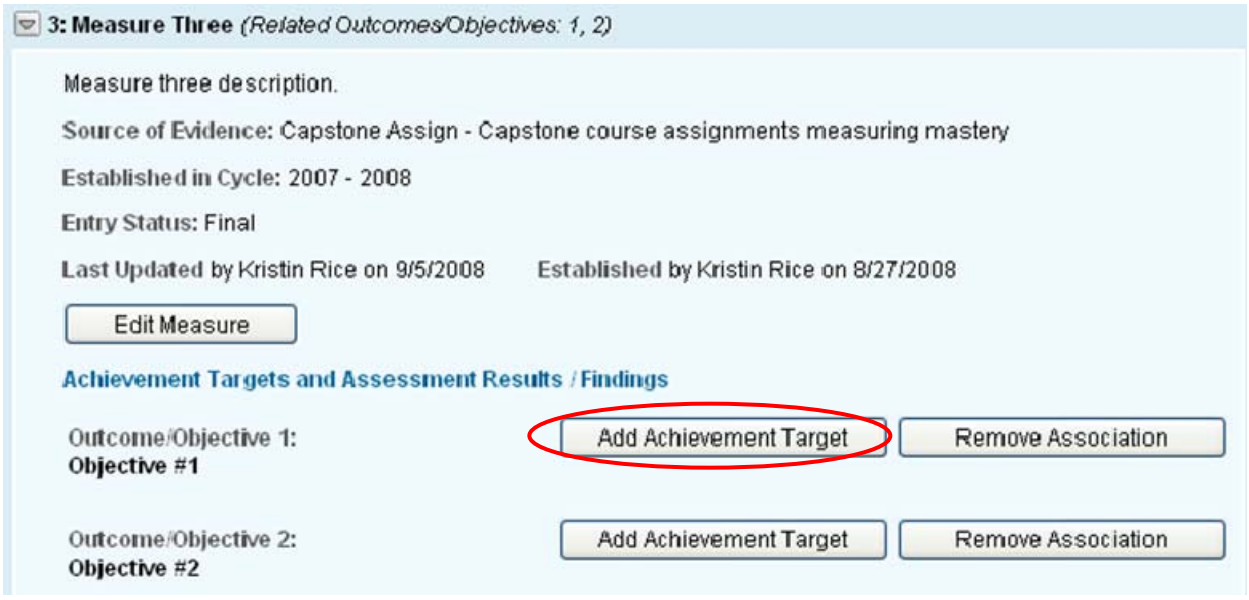
outcome/objective pairs will be the basis for entering Achievement Targets, Assessment Results / Findings, and Action Plans.

For each measure-outcome/objective pair, you will enter an Achievement Target.

i. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu and navigate to **Measures & Findings** at the bottom of the screen.

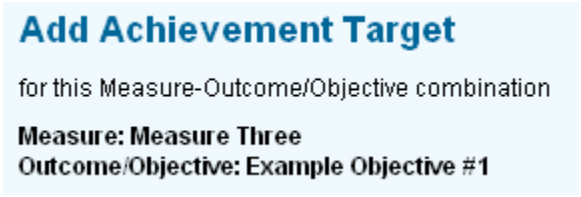
ii. To add an achievement target, you will first need to use the expansion triangles to expand a measure, or use the ***Expand All*** button on the right side of the page.

After expanding measures, you will see the details of the measure, followed by an ***Edit*** button. Below the ***Edit*** button you will see the ***Achievement Targets*** and ***Assessment Results / Findings*** subheading, then the associated outcomes/objectives as well as one or more ***Add Achievement Target*** and ***Remove Association*** buttons.


3: Measure Three (Related Outcomes/Objectives: 1, 2)
Measure three description.
Source of Evidence: Capstone Assign - Capstone course assignments measuring mastery
Established in Cycle: 2007 - 2008
Entry Status: Final
Last Updated by Kristin Rice on 9/5/2008
Established by Kristin Rice on 8/27/2008
Edit Measure
Achievement Targets and Assessment Results / Findings
Outcome/Objective 1:
Objective #1
Add Achievement Target
Remove Association
Outcome/Objective 2:
Objective #2
Add Achievement Target
Remove Association

iii. Click on ***Add Achievement Target.***

The measure-outcome/objective pair for which you will be adding an achievement target is shown at the top of the screen.




a. ***Achievement Target:*** Enter the ***Achievement Target*** for this measure (i.e., what score, rating, etc. do you hope to see from this measure-outcome/ objective pair?). This shows on the **Detailed Assessment Report**.

**Please Note:** Each measure-outcome/objective pair can only have one Achievement Target per cycle.

b. ***Established in Cycle:*** '***Established in Cycle***' defaults to the current cycle. If an identical Achievement Target was actually established in a previous cycle, adjusting the '***Active Through Cycle***' in the previous cycle would maintain the continuity between both cycles.

c. ***Active Through Cycle***: From the pull down menu options, choose how long the Achievement Target should remain active.

   1. ***Cycle String*** (ex. 2008-2009): The Achievement Target will only apply until the end of the cycle chosen. In this example, the Achievement Target will not exist in the 2009-2010 cycle.

   2. ***Keep Active***: The Achievement Target will remain active indefinitely, moving forward automatically to each new cycle.

d. ***Entry Status:*** Is your data entry ***'In Progress'*** or ***'Final'***?

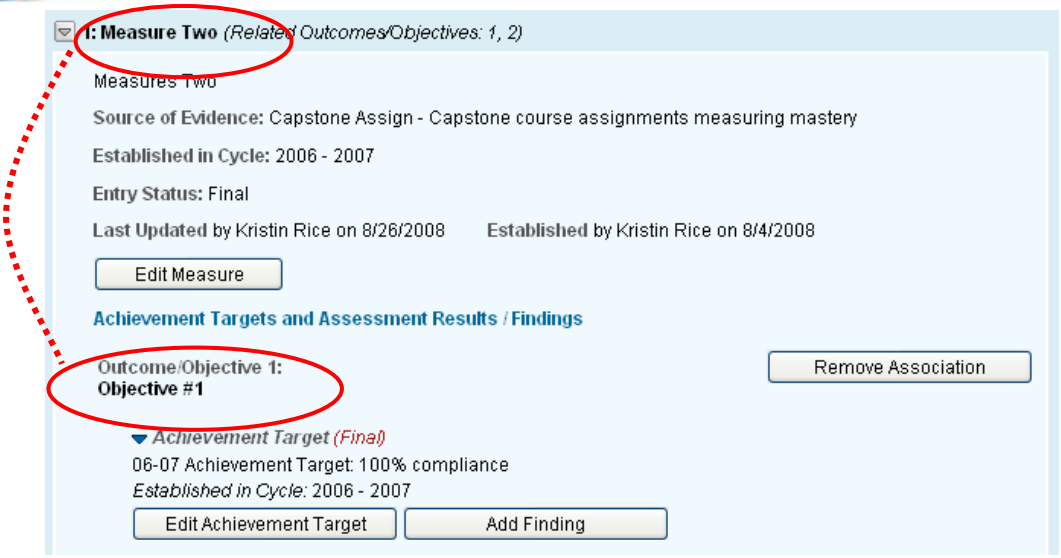
   1. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.

   2. Select '***In Progress'*** if more discussions or additions are needed. Select ***'Final'*** if your data entry is complete.

   3. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

e. ***Cancel/Save:*** Click ***Cancel*** if you do not want your changes to be saved, otherwise, click ***Save***.

iv. View your Measure-Outcome/Objective pair and Achievement Target.


1: Measure Two (Related Outcomes/Objectives: 1, 2)
Measures Two
Source of Evidence: Capstone Assign - Capstone course assignments measuring mastery
Established in Cycle: 2006 - 2007
Entry Status: Final
Last Updated by Kristin Rice on 8/26/2008
Established by Kristin Rice on 8/4/2008
Edit Measure
Achievement Targets and Assessment Results / Findings
Outcome/Objective 1:
Objective #1
Remove Association
Achievement Target (Final)
06-07 Achievement Target: 100% compliance
Established in Cycle: 2006 - 2007
Edit Achievement Target
Add Finding

a. Select ***Remove Association*** if the Outcome/Objective associated with this measure was added by mistake. Removing this association will result in the deletion of this Measure-Outcome/Objective association. Also, any Achievement Target Level and Assessment Results/Findings associated with this Measure-Outcome/Objective will be deleted.

***PLEASE NOTE:*** ***Editing an Achievement Target that exists over several cycles will update that Achievement Target in every one of those cycles. If significant changes exist from one cycle to the next, consider altering the 'Active Through Cycle' so that Established and Active Through Cycles are the same. Create a new Achievement Target in the following cycle with the new wording.***

f. ***Assessment Essentials – Measures & Findings – Assessment Results/Findings***

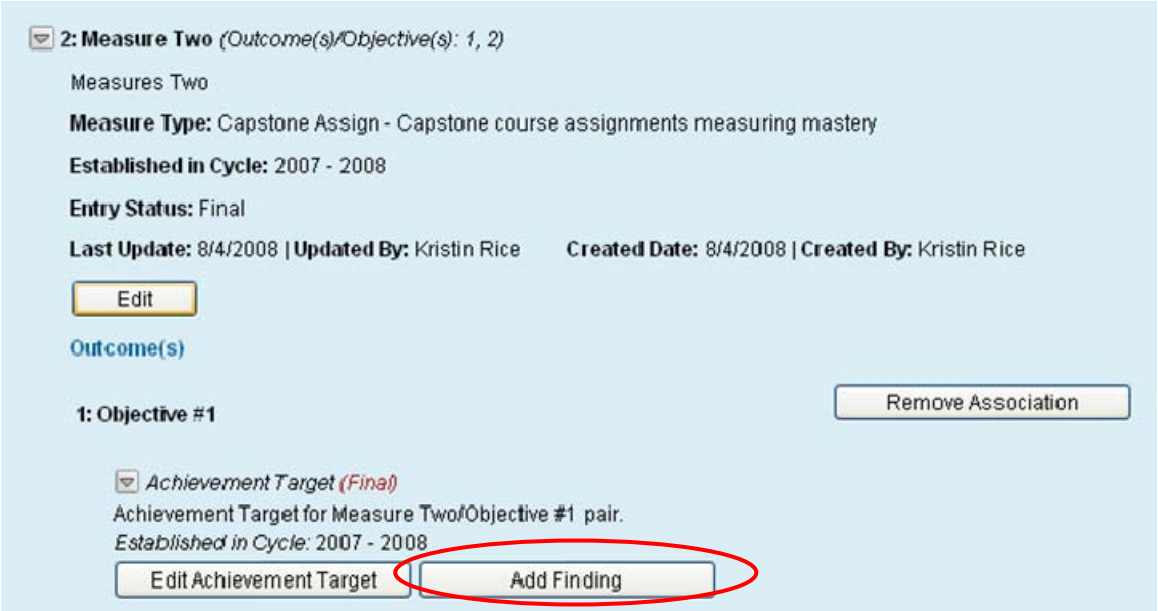
*Findings provide evidence of achievement versus a target level for each measure used. In WEAVEonline® findings are used to classify a target as "Met", "Partially Met", or "Not Met".*

In the above steps a measure was created and an Achievement Target and associated that measure with one or more Outcomes/Objectives. Measure-Outcome/ Objective pairs are the basis for entering Assessment Results / Findings and Action Plans.

i. After selecting the cycle and entity, select the ***Assessments*** tab from the top navigation bar. Click on ***Assessment Essentials*** within the Assessments Menu and navigate to **Measures & Findings** at the bottom of the screen.

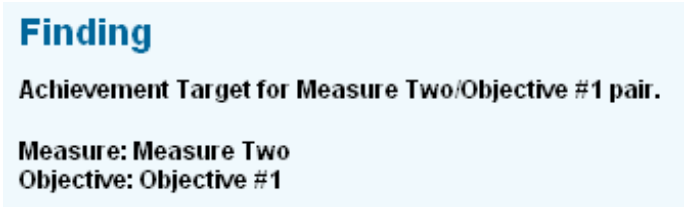
ii. To add ***Assessment Results/Findings***, first use either the expansion triangles or the ***Expand All*** button to expand the measures.

iii. After expanding a measure, view your achievement target and then click ***Add Finding***.


2: Measure Two (Outcome(s)/Objective(s): 1, 2)
Measures Two
Measure Type: Capstone Assign - Capstone course assignments measuring mastery
Established in Cycle: 2007 - 2008
Entry Status: Final
Last Update: 8/4/2008 | Updated By: Kristin Rice
Created Date: 8/4/2008 | Created By: Kristin Rice
Edit
Outcome(s)
1: Objective #1
Remove Association
Achievement Target (Final)
Achievement Target for Measure Two/Objective #1 pair.
Established in Cycle: 2007 - 2008
Edit Achievement Target
Add Finding

a. On the ***Assessment Results/Findings*** page, review both ***Achievement Target*** and ***Measure-Outcome/Objective*** pair.

b. Add ***Assessment Results / Findings*** in the text editor field; 750,000 characters limit. This shows on the **Detailed Assessment Report**.




c. ***Achievement Target:*** Make a determination as to whether assessment results for this Measure-Outcome/Objective pair 'met' your expectations, 'partially met' your expectations, or your expectations were 'not met' by clicking on the appropriate toggle button. This shows on the **Detailed Assessment Report**.

The Achievement Target determinations are also presented on the Analysis Questions page within the Achievement Target Summary.

**Please Note:** It is recommended that if the Achievement Target is less than Met, an action plan be developed to improve future results (see below for more details)

d. ***Established in Cycle:*** Since assessment results / findings are specific to a cycle, the ***'Established in Cycle'*** is set to the cycle for which you chose to enter data and cannot be changed.

e. ***Entry Status:*** Is your data entry ***'In Progress'*** or ***'Final'***?

1. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
2. Select **'In Progress'** if more discussions or additions are needed. Select **'Final'** if your data entry is complete.
3. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details.**

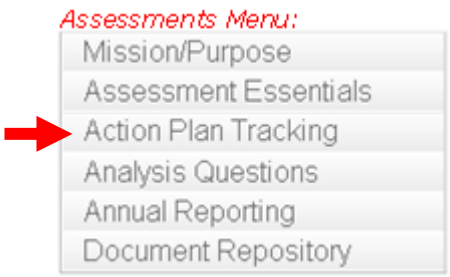
f. ***Cancel/Save:*** Click ***Cancel*** if you do not want your changes to be saved; otherwise, ***Save***.

iv. ***Add Action Plan:*** Once a finding has been added, the ***Add Action Plan*** button will be available. Please see the ***Action Plan Tracking*** section for more information.

g. ***Action Plan Tracking***

***Action Plans:*** An action is an organized activity undertaken to help a program more effectively achieve its intended outcomes/objectives. Whenever a program does not achieve the desired target performance level for an outcome/objective, an action should address that shortcoming.

***Action Plan Tracking:*** Shows all Action Plans for the entity, sorted by status; data entry for Action Plans & Action Plan Notes.



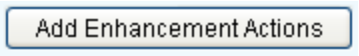

When an action plan item is first entered, its status is "Planned". Over the course of the current cycle, the status of action plan items can be updated to In Progress, Finished, On Hold, or Terminated. Action plan items remain active until they are finished or terminated.

i. An Action Plan can be created in two places within the application:

a. ***Assessment Essentials – Measures & Findings*** – after an assessment result / finding has been entered, the ***Add Action Plan*** button becomes available.

b. ***Action Plan Tracking***

An Action Plan can also be added from the Action Plan Tracking page by clicking the ***Add Enhancement Action*** button.




An Action Plan added from the Action Plan Tracking page can be associated with a Measure-Outcome/Objective pair by clicking on the ***Edit Measure / Objective*** button and selecting the appropriate choices, or the Action Plan can stand alone.

ii. To add an Action Plan, enter the following information:

a. ***Status:*** The current status of the Action (planned, in-progress, finished, on-hold, terminated).

b. ***Condensed Description:*** A shortened description of 50 characters (similar to a title). **Please Note**: This is a required field.

c. ***Description:*** A complete description of your Action Plan, up to 20,000 characters.

d. ***Target Date:*** A date when the Action Plan will be fully implemented (MM/YYYY). **Please Note**: When editing, if you do not have a date in this section, the application will insert 1/1. Please delete the 1/1 prior to saving.

e. ***Target Date Description:*** A more general description of the target data (ex. Fall 2010).

f. ***Priority:*** The priority level of this Action Plan (High, Medium, or Low)

g. ***Responsible Person / Group:*** Person(s) or group(s) responsible for ensuring that this Action Plan progresses.

h. ***Additional Resources Needed:*** Provide details as to what resources are needed to complete this Action Plan.

i. ***Budget Amount Requested:*** Provide a whole dollar amount for the above resources, if applicable.

j. ***Established in Cycle:*** The '***Established in Cycle***' date defaults to the current cycle. If this Action Plan was actually established in a previous cycle, choose the correct cycle from the drop down list.

1. ***Active Through Cycle:*** From the pull down menu options, choose how long this Action Plan should remain active.
2. ***Cycle String*** (ex. 2008-2009): The Action Plan will only be visible until the end of the cycle chosen.
3. ***Keep Active:*** The Action Plan will remain active indefinitely, moving forward automatically to each new cycle.

k. ***Entry Status:*** *See page 9.*

iii. Once added, Action Plans can be viewed and edited by selecting ***Action Plan Tracking***.

Action Plans are sorted by their status (planned, in-progress, finished, on-hold, terminated).

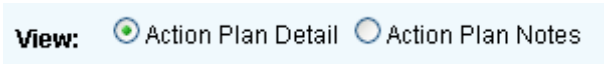
To concentrate on Action Plans with a specific status(es), use the View Action option and un-check the statuses you do not want to view.

iv. ***Action Plan Editing & Notes:*** As your Action Plan develops and progress is made, you will want to return often to this section – cycle after cycle - to update your plan and to leave notes regarding the progress of the plan and/or any issues that arise. Tracking allows you to close the loop on your assessment plan – taking your Assessment Results / Findings and allowing them to direct your improvement processes. To edit an Action Plan or to add or edit an Action Plan Note:

a. Navigate to ***Action Plan Tracking***.

b. Click on the Action Plan for which you wish to make edits or add notes. This will bring you to the ***Action Plan Detail*** page.

c. On the ***Action Plan Detail*** page, use the radio buttons to toggle between the View options: ***Action Plan Detail*** or ***Action Plan Notes.***




d. To edit your Action Plan, choose the ***Action Plan Detail*** view and then click ***Edit Plan*** at the bottom of the page.

e. To add or edit an ***Action Plan Note***, toggle to ***Action Plan Notes***. The screen refreshes automatically to the ***Action Plan Notes*** page. Click ***Add Note***, enter a note into the text field, and click ***Save,*** or select ***Edit Note***, make your changes, and click ***Save***. WEAVEonline automatically saves the date the note was added and the date of the most recent update.

v. Action Plans can be viewed within several reports (see Reports section for more detail):

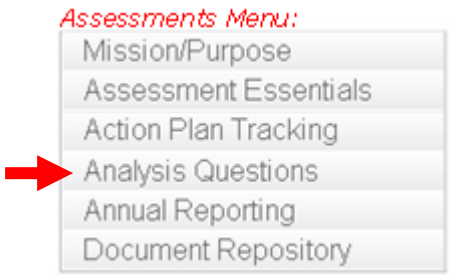
a. **User Reports / Detailed Assessment Report**

b. **Sort Reports / Resources Requested**

c. **Sort Reports / Comprehensive Planning (All Action Plans)**

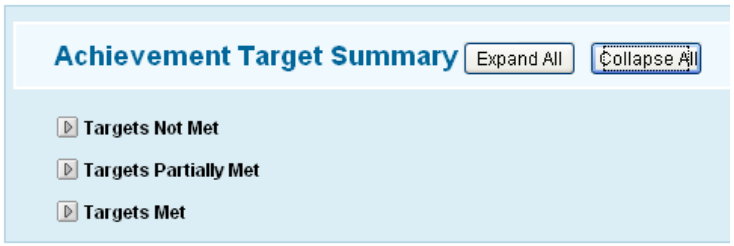
h. ***Analysis Questions*:** Analysis is your reflection on your program's findings versus the criteria you set for success on your program's intended outcomes/objectives. The Analysis section is completed in narrative form and requires analytical thinking.

i. Navigate to ***Analysis Questions***.



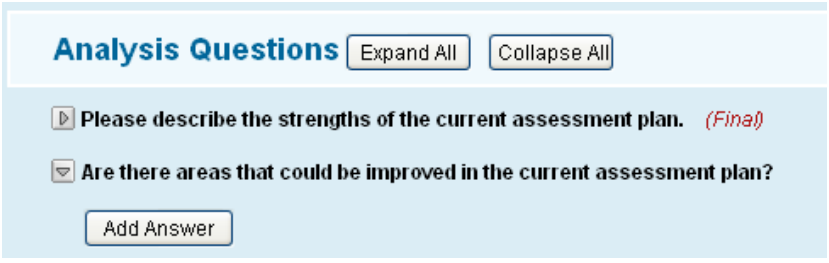

ii. ***Achievement Target Summary***: The top of the Analysis Questions page includes an ***Achievement Target Summary***. In the summary you will see a list of all ***Assessment Results / Findings*** for the chosen cycle and entity, sorted by whether their targets were not met, partially met, or met.

Each summary includes the ***Measure-Outcome / Objective*** condensed descriptions, the Achievement Target and the Assessment Result / Finding.




Use ***Expand All***, ***Collapse All***, *and*/or the expansion triangles to view the summaries.

iii. ***Analysis Questions***: Analysis Questions are developed on our campus. Check with your WEAVEonline Administrator if you have any questions about the Analysis Questions.


Analysis Questions
Expand All
Collapse All
Please describe the strengths of the current assessment plan. (Final)
Are there areas that could be improved in the current assessment plan?
Add Answer

a. Click the ***Expand All*** button or the expansion triangles in order to see the ***Add Answer*** button.

b. Click the ***Add Answer*** and enter answer within the text editor field (400,000 characters).

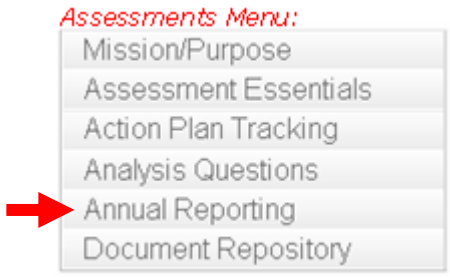
*c.* ***Entry Status*:** Is your data entry ***'In Progress'*** or ***'Final'***?

1. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
2. Select '***In Progress***' if more discussions or additions are needed. Select '***Final***' if your data entry is complete.
3. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

d. ***Cancel/Save:*** Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

e. Once an answer has been added, you may choose to ***Edit Answer*** or ***Delete Answer.***

i. ***Annual Reporting*:** The purpose of the Annual Report sections is for gathering information in areas of interest to those in leadership, advisory, or governance roles, or to the public. If a link to ***Report Guidelines*** appears on the top of the page, it will provide more details. Check with your WEAVEonline Administrator if you have any questions




i. Navigate to ***Annual Reporting***

ii. ***Annual Report***

a. Each annual report 'prompt' is shown in **black**, with an ***Add Details*** button directly below.

b. Click the ***Add Details*** button and your response within the text editor field (750,000 characters).

c. **Entry Status:** Is your data entry ***'In Progress'*** or ***'Final'***?

1. If no data is entered and ***Cancel*** is clicked at the bottom of the page, the entry status will remain at 'None' for audit purposes.
2. Select ***'In Progress'*** if more discussions or additions are needed. Select ***'Final'*** if your data entry is complete.
3. Status can be tracked using Audit Reports such as the **Data Entry Status Overview** and **Data Entry Status Details**.

d. ***Cancel/Save:*** Click ***Cancel*** if you do not want your changes to be saved; otherwise, click ***Save***.

e. Once an answer has been added, the Annual Report 'prompt' becomes a link to your response. Clicking the link will allow you to ***Edit*** or ***Delete*** your response.

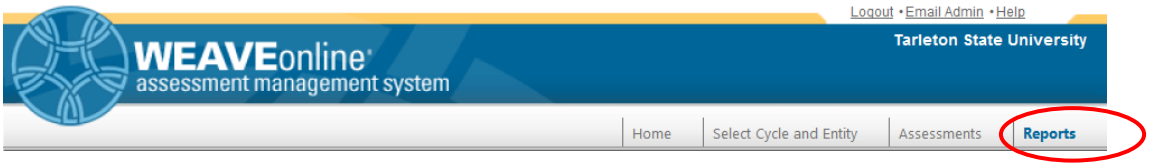
Annual Report *responses* are presented in reports bearing the same name as the 'prompts'. These are located under the Annual Reports section.

j. ***Document Repository*****:** A cycle-based repository for documents is available. Once uploaded, your documents can be associated with all assessment areas, from Mission / Purpose through Assessment Results / Findings and Action Plans and on to Analysis Questions and Annual Reporting. These areas become available for document association once you enter data in them.

# Section 3. Reports

## *A. Creating Reports*

1. Reports can be run at any point in time, regardless of cycle or entity. From any page, choose ***Reports*** at the top of the screen.




2. Running a report is a three-step process: Choose the cycle, choose the type of report, and choose the entity(ies) for which you want to run the report.

## *B. Reports for the Typical User*

A typical user, who enters assessment data within WEAVEonline, probably will find the reports below to be the most useful.

### User Report | Detailed Assessment Report

A formatted report of all assessment data including: Mission / Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results / Findings, Action Plans, Analysis Question responses*, and Annual Report section responses*. *coming soon

### Audit Report | Data Entry Status Details

A summary of data entry progress for each major area within WEAVEonline: Mission / Purpose, Goals, Outcomes/Objectives, Measures, Assessment Results / Findings, Action Plan, Analysis Questions, and Annual Report.

### Audit Report | Outcomes/Objectives that Need Measures

All Outcomes/Objectives should be associated with one or more measures. This report highlights any Outcomes/Objectives in need of an association.

### Audit Report | Measures that Need Findings

When data is complete for a cycle, all Measure-Outcome/Objective pairs should include Assessment Results / Findings. If not, this report highlights any Measure-Outcome/Objective pairs in need of Assessment Results / Findings.

### Audit Report | Findings that Need Action Plans

When data is complete for a cycle, all Assessment Results / Findings that did not meet or only partially met the achievement target should have an Action Plan developed in order to improve results in future cycles. This report highlights any Assessment Results / Findings that are in need of an Action Plan.

## Appendix 1 – Sections of WEAVE 3.5 and 4.0

Compare each section in 4.0 with the corresponding section in 3.5. *(The following table details the mapping between the 3.5 screens and the 4.0 screens.)*

| Version 3.5 Screen | Version 4.0 Screen |
|---|---|
| Mission | Mission/Purpose |
| Outcomes/Objectives | Assessment Essentials |
| Measures & Findings | Assessment Essentials |
| Action Plan | Action Plan Tracking |
| Analysis | Analysis Questions |
| Annual Reporting | Annual Reporting |

## Appendix 2 – Rubrics

The criteria used by the assessment committee will be attached.